



# **CONSTITUTION AND BY-LAWS**

## **of the**

# **Coast Guard Academy Parents Association**

Adopted: 12 March 1972 -- Revised: 2 June 1973, 1 August 1975, 1 October 1977, 1 July 1979, 22 October 1982, 14 October 1988, 25 October 1997, 23 March 2003, and 1 November 2006

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## **Constitution**

### **Article I - Name**

The name of the association shall be the Coast Guard Academy Parents Association, hereafter referred to as CGAPA or the Parents Association.

### **Article II - Purposes**

The Parents Association exists for the sole purpose of supporting the U.S. Coast Guard Academy and its Corps of Cadets. It seeks to expand parent, guardian and public understanding and appreciation of the Academy; to encourage well-qualified young men and women to apply for appointments as cadets; to assist

with the orientation of new cadets and their parents or guardians; to promote communication and to make known to its membership opportunities for participating in Academy and support projects offered by the United States Coast Guard Academy Alumni Association hereafter referred to as the Alumni Association. All intentions, activities, and workings of the Parents Association will be guided by the spirit of the U.S. Coast Guard Academy Mission Statement.

### **Article III - Membership**

**Section 1:** Regular membership shall be available to parents or guardians of all current cadets and graduates of the U.S. Coast Guard Academy. Regular members shall be further identified by their affiliation to a serving member of the U.S. Coast Guard – either cadet or graduate. If a regular member is affiliated with a cadet and a graduate simultaneously, affiliation with the cadet shall take precedence in membership status. The period of membership for regular members affiliated with a cadet shall continue for as long as the cadet is enrolled at the Academy. The period of membership for regular members affiliated with a graduate will be for a five (5) period commencing upon the date a dues payment is received and posted. Regular members affiliated with graduates may renew their membership for five (5) year intervals.

**Section 2:** Associate membership shall be available to any person who is interested in promoting the purposes of the Parents Association but is not eligible for regular membership.

**Section 3:** Honorary membership may be conferred upon civil and military leaders and other persons of distinction who have rendered outstanding services to the Coast Guard Academy, Corps of Cadets, U.S. Coast Guard Academy Alumni Association or the Parents Association. All nominations shall be in writing to the CGAPA President, giving details of the outstanding service the nominee has rendered. The Executive Council shall make the final determination.

**Section 4:** Only regular members shall be eligible to vote in elections or be a candidate for election to the Executive Council of the Parents Association. Regular members affiliated with graduates may serve in no more than six (6) Members-at-large positions nor serve in a majority of the Executive Council officer positions at any time.

### **Article IV - Administration**

The Executive Council shall be responsible for administrating the affairs of the Parents Association, within the guidelines established and approved herein.

### **Article V - Operations**

**Section 1:** The Association shall operate as a non-profit organization devoted exclusively to benefiting all members of the Corps of Cadets of the United States Coast Guard Academy within the guidelines of the Alumni Association and within the meaning of Section 501(c)(3) of the Internal Revenue Code. No parts of the revenues shall inure to benefit any individual, its members, officers or any private persons, except as reasonable compensation for necessary services rendered.

**Section 2:** Any projects undertaken by the Parents Association for the enrichment of the cadet education experience or the improvement of Academy facilities shall be coordinated through the Alumni Association and shall comply with the policies of the Commandant, US Coast Guard, regarding philanthropic support of

the Academy.

**Section 3:** The Parents Association shall not carry on propaganda or otherwise attempt to influence legislation, nor shall it participate in political campaigns.

**Section 4:** Upon dissolution of the Association, any remaining assets shall be given over to the Alumni Association for use in the improvement of the facilities and programs of the US Coast Guard Academy.

**Section 5:** Non-operating expenditures in excess of \$500.00 must be approved, in advance, by the Executive Council.

## **Article VI - Amendments**

The Constitution may be amended by the majority of its members present and voting at the Annual General Membership meeting held during Parents Weekend in the Fall, provided that a notice and a copy of the Amendment or Amendments proposed shall have been addressed and mailed to the entire voting membership at least thirty (30) days in advance of the voting. All Regular members present and in good standing as confirmed by the Recording Secretary are eligible to vote. Additionally, absentee balloting shall be permitted by either paper ballot showing the name, mailing address, and signature of the voting member or by email/fax showing the name, mailing address, and fax number or email address of the voting member.

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## **By-laws**

### **Article I - Dues**

**Section 1:** Regular members shall pay dues the amount to be established by the Executive Council. Regular members affiliated with cadets shall pay a one-time fee for their period of membership. Regular members affiliated with graduates shall pay dues for a five (5) year period of membership.

**Section 2:** Honorary members and Associate members shall pay no dues.

**Section 3:** Dues shall be payable in advance for the period of membership.

**Section 4:** Dues shall be used to fund the operations of the Parents Association and shall comply with the provisions contained in Article V - Operations -

Section 1, of the Constitution.

**Section 5:** Any excess of annual dues not needed for operations of the Association, or for reasonable reserves, shall be applied to the Academy support projects, through the United States Coast Guard Academy Alumni Association.

**Section 6:** Dues may be reimbursed for cancelled membership on a pro-rata basis, upon written notice of membership cancellation to the Treasurer.

## **Article II - Executive Council**

**Section 1:** The Executive Council shall consist of the Chapter Presidents (providing the Chapter is in compliance with annual reporting requirements), fourteen sets of parents or guardians (or individual parents or guardians where two are not available) holding regular membership status and all living Past Presidents, in compliance with provision in Article IV, Section 5 of these By-laws. The fourteen sets of parents shall be Members-at-Large.

**Section 2:** Terms of elected officers of the Executive Council shall be for one (1) year. All such elected officers shall take office beginning on Reporting In Day. Chapter Presidents shall take office between April and August. The election and terms of Members-at-Large shall be for two (2) years commencing on Parents Weekend, but the terms shall be staggered so that seven (7) new members are elected each year. Executive Council officers, Chapter Presidents and Members-at-Large may be elected to serve successive terms.

**Section 3:** Any vacancy occurring among Members-at-Large may be filled by appointment by the President with confirmation by the Executive Council.

**Section 4:** Each family unit of the Executive Council shall be entitled to one (1) vote. If two separate members of one family unit are elected to two different Executive Council officer positions, such as Treasurer and Secretary, they will each have one vote for each officer position.

**Section 5:** The elected officers of the Executive Council shall consist of the President, Vice President, Recording Secretary, Treasurer, Corresponding Secretary and the immediate Past President. The Executive Council shall have the full authority to implement such rules and regulations as have been provided by the Constitution and By-laws.

**Section 6:** The Parents Association shall assist in the establishment of chapters of the Association in any locality in which there is sufficient parent interest to sustain a chapter.

**Section 7:** The Executive Council shall prepare an annual report as of Parents Weekend of each year, reporting operations and accomplishments during the previous twelve (12) months. This report shall include a financial accounting for the twelve (12) month period and a proposed budget for the following year.

## **Article III - Nominations and Elections**

The Parents Association Executive Council shall appoint a nominating committee of three (3) members to nominate a slate of at least seven (7) family unit candidates for the seven (7) Members-at-Large positions that become vacant each year. The Nominating Committee Chairman or his designee shall present the

slate to the summer (Reporting In Day) meeting of the Executive Council for approval. The recommended slate of nominees shall be announced in the Fall edition of the Parent Newsletter or sent in a notice format to all regular members at least thirty (30) days prior to the General Membership Meeting and voted on by all eligible members in good standing at the Parents Weekend General Membership meeting.

## **Article IV - Officers**

**Section 1:** The Executive Council shall elect officers to serve the terms of that Council and at the pleasure of the Council. The elections will be held no later than the council meeting held prior to Reporting In Day. The officers shall be President, Vice President, Recording Secretary, Corresponding Secretary and Treasurer. The officers shall be a family unit, where applicable. The offices of Secretary and Treasurer may be held by the same family.

**Section 2:** The President, Vice President, or in their absence a member of the Council selected by the members present, shall preside at all meetings of the Executive Council.

**Section 3:** (a) The Recording Secretary shall keep a record of the proceedings of the Association and of the Council and maintain files of the Association as directed. (b) The Corresponding Secretary shall handle all correspondence on routine matters including matters pertaining to each class email list and shall bring all other correspondence to the attention of the appropriate members of the Association.

**Section 4:** The Alumni Association shall be responsible for receiving all moneys and preparing receipts in the name of the Parents Association to be signed by the CGAPA President. The Alumni Association will also be responsible to prepare periodic financial reports listing all moneys received in the name of the Parents Association, including annual dues, donations to restricted or unrestricted funds, or any other moneys designated for the Parents Association. Disbursements for operating expenses will be made by the Alumni Association in the name of the Parents Association upon presentation of proper expense documentation, including copies of meeting minutes for expenditures over \$500.00. Monthly financial reports will be submitted in a timely manner to both the President and the Treasurer of the Parents Association for their review.

**Section 5:** All past Presidents of the Parents Association are to be lifetime Council Members and ex officio members of all Committees.

**Section 6:** The duties of Vice President, Recording Secretary, Corresponding Secretary and Treasurer may be modified by Executive Directive as appropriate, upon agreement of the Executive Council, without requiring a By-Laws change.

**Section 7:** All elected officers will be required to attend at least the Annual Meeting, unless excused. If an officer misses all meetings during the year, without being excused, the officer will be asked to resign.

## **Article V - Business Meetings**

**Section 1:** The Executive Council shall hold an Annual Meeting at the Coast Guard Academy during Parents Weekend and at such times as the Council may designate, upon thirty (30) days advance notice to the membership; a quorum of ten (10) voting members is the minimum required to approve appropriations of more than \$500.00 at any business meeting. All members of the Association are invited to attend such meetings, and any member of the Association may bring

questions before the Council at such meetings.

**Section 2:** Special business meetings may be called by the Executive Council upon notice to Council Members, if a situation requiring immediate action shall arise.

**Section 3:** Any member may request a General Membership meeting by stating in writing its purpose and having obtained the signatures of five (5) Executive Council members. Action on such a request shall be acted upon within a period of sixty (60) days.

**Section 4:** Parliamentary procedures for these meetings shall be as set forth in Robert's Rules of Order Revised, where not contrary to the Constitution and By-Laws of the Association.

## **Article VI - Relations With Academy Faculty and Administration**

**Section 1:** The Executive Council shall be prepared to meet and consult with the Superintendent and such members of his faculty and staff as he may designate at least once a year, following the Annual Business Meeting or at such times as the Superintendent may suggest.

**Section 2:** Officers and members of the Council who have accepted positions of leadership with respect to the various mission areas of the Parents Association shall establish informal liaison with the Academy staff personnel having responsibilities within these areas, to the end that mutual understanding may be developed and effective measures tailored to actual needs, may be undertaken by the Association.

**Section 3:** In their relations with the Academy Faculty and Administration, the officers and members of the Council shall work coordinate with the designated Parents Association Liaison Officer.

## **Article VII - Chapter Development**

**Section 1:** The President may allocate up to one hundred dollars (\$100.00) to be distributed as needed to help to defray initial expenses of starting a new Chapter. This allocation shall occur only after the newly organized Chapter has given proof that it has formed an operating committee and that communication can be established between the Executive Council and the Chapter.

**Section 2:** The Constitution and By-Laws of other local Chapters and the Parents Association will be furnished to assist the new Chapter, if requested.

**Section 3:** To further assist the new Chapter, the Parents Association will provide the names and addresses of cadets currently at the US Coast Guard Academy and those Alumni families located in the proposed Chapter area.

## **Article VIII - Amendments**

This Constitution and By-Laws may be amended by a majority vote of the regular members either: 1) present and voting at the General Membership meeting in

the Fall, provided notice and a copy of the Amendment or Amendments proposed shall have been mailed or electronically transmitted to the entire voting membership at least thirty (30) days in advance of the meeting; or 2) by a mail or electronically transmitted ballot sent to all regular voting members.

All ballots cast, either absentee or entire mail or electronic (fax or email) ballots votes, must be returned showing the name, address and signature (an email address will serve as a signature for email ballots) of the voter(s). All absentee ballots must reach the Corresponding Secretary (or designee) by the stated deadline.

